

OFFICIAL MAIL CONTROL OFFICER'S INSPECTION CHECK LIST		DATE
TO: (Inspected Activity)		FROM: (Inspecting Activity)
References: AR 340-3, AR 25-400-2 and CAL ARNGR 340-3		
QUESTIONS/REFERENCES		YES/NO/NA
1. Is a current copy of the following references/publications available?		
a. AR 340-3 (29Mar85)		
b. AR 25-400-2 (15Oct86)		
c. AR 25-1 (18Nov88)		
d. AR 25-30 (28Feb89)		
e. AR 25-50 (21Nov88)		
f. CAL ARNGR 340-3 (25Jul85)		
g. United States Postal Service (USPS), Domestic Mail Manual (DMM)		
h. USPS Postal Bulletins		
i. International Mail Manual (IMM)		
j. USPS Poster 103		
k. Postal Zone Chart		
2. Is official matter being transported at the lowest cost to the Army? (Para 2-2a, AR 340-3)		
3. Has the Official Mail Control Officer (OMCO) and personnel who determine the amount of postage on Official Mail received additional required formal training? (Para 2-4c, AR 340-3)		
4. Are the supervisory requirements being carried out? (Para 2-5, AR 340-3)		
5. Are Official Mail Cost Control Program (OMCCP) inspections conducted at least yearly? (Para 2-7, AR 340-3)		
6. Is Official Mail monitored for compliance based on restrictions on use and unauthorized use of Official Mail? (Para 3-2 and 3-3, AR 340-3)		
7. Is unauthorized use of Official Mail reported to the OMCO? (Para 3-5, AR 340-3)		
8. Is mail being marked with correct class of mail? (Para 4-2 and 4-3, AR 340-3)		
9. Is selection of special mail service used on exception basis and with prior approval? (Para 4-4, AR 340-3)		
10. Is express mail used only when a mission cannot be accomplished without it? (Para 4-5a and c, AR 340-3 and para 5c(3), CAL ARNGR 340-3)		
11. Is maximum use being made of consolidated mailing? (Para 5-1, AR 340-3)		
12. Are consolidated mailings prepared as required by DMM? (Para 5-3, AR 340-3)		
13. Is all Business Reply mail addressed to an Army activity? (Para 6-1a(1), AR 340-3)		
14. Is all Business Reply mail prepared correctly? (Para 6-1b, AR 340-3)		
15. Do permit imprint formats and contents comply with the DMM? (Para 6-3, AR 340-3)		
16. Are the printing/overprinting requirements being followed? (Para 6-6, AR 340-3)		
17. Are documents relating to use of Official Postal Indicia being maintained for a period of two years? (Para 340-3c, AR 25-400-2)		
18. Are Postage Stamps being properly stored? (Para 5g, CAL ARNGR 340-3)		
19. Are Postage Stamps being properly requisitioned? (Para 6 and 8, CAL ARNGR 340-3)		

OFFICIAL MAIL CONTROL OFFICER'S INSPECTION CHECK LIST		DATE
QUESTIONS/REFERENCES		YES/NO/NA
20. Are postal scales being checked for accuracy daily with an object of known weight? (Para 7-7b, AR 340-3)		
THE FOLLOWING QUESTIONS (21-32) ARE FOR ACTIVITIES THAT HAVE POSTAGE METERS		
21. Is there a valid USPS postage meter license for each postage meter that is being used? (Para 7-2a, AR 340-3)		
22. Have USPS licenses been cancelled for postage meters no longer being used? (Para 7-2d, AR 340-3)		
23. If logos or slogans are used are they authorized by the DMM and prepared and submitted IAW AR 25-30 and AR 25-50?		
24. Are USPS Forms 3603 (Receipt for Postage Meter Setting) being filed? (Para 7-3b, AR 340-3)		
25. Are refunds for spoiled postage submitted? (Para 7-5a, AR 340-3)		
26. Is the record of postage used being analyzed by the OMCO at regular intervals? (Para 7-6, AR 340-3)		
27. Are accumulator codes 98 and 99 being used appropriately? (Para 7-6c and d AR 340-3)		
28. Are postage meters secured? (Para 7-9a, AR 340-3)		
29. Are postage meter operating keys properly secured? (Para 7-9a and b, AR 340-3)		
30. Is the postage metering equipment accounted for? (Para 7-10, AR 340-3)		
31. If there is no back-up metering system, is there a ten (10) day emergency supply of Postage Stamps being maintained? (Para 6-4.1a, AR 340-3 and para 6b, CAL ARNG 340-3)		
32. Are postal meters being reset by the USPS each quarter for the estimated amount of postage to be used during the quarter? (Para 7-3a, AR 340-3)		
THE FOLLOWING QUESTION (33) IS FOR USPFO ONLY:		
33. Is a 60 day supply of Postage Stamps being maintained to be used when Deployable Units are deployed to areas without postal meters? (Para 6-6c, AR 340-3)		
<u>Comments Section</u> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		
NAME, GRADE OR TITLE	ORGANIZATION	TELEPHONE NUMBER ()
SIGNATURE		DATE